

Lake Campus Housing Policies 2021-2022



**WRIGHT STATE
UNIVERSITY**

LAKE CAMPUS

Revised August 12, 2021

Wright State University Campus Housing Policies

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Welcome to Wright State University! Thank you for choosing to live on campus! This document is a tool for you to utilize during your time living with the Department of Residence Life & Housing. It provides guidelines on a myriad of topics and should help you navigate the Do's and Don'ts of campus living. This document is comprehensive, but it is impossible to cover each and every concern you may have in one document. Because of this, the Department of Residence Life & Housing encourages you to reach out to the staff in your community for assistance.

Important Numbers

Community Coordinator Office	419-586-0392
Residential Duty Phone	937-269-9753

Students who live in campus housing are expected to follow all federal, state, and local laws as well as all rules outlined in the Code of Student Conduct in addition to the policies in this document. Violations of the Code of Student Conduct and/or Campus Housing Policies may result in disciplinary action via Residence Life & Housing and/or the Office of Community Standards and Student Conduct.

Alcohol

- A.** Wright State University Residence Life & Housing prohibits the use of alcohol by anyone under the age of 21. This prohibition is consistent with federal, state, local, and university regulations. Residence Life & Housing will enforce all federal, state, and local laws relative to the consumption of alcohol. The Ohio Revised Code states "...no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place." The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

C. In Multi Room Units (Apartments)

- a.** A resident of legal drinking age may possess and consume alcohol in their personal bedroom with the door closed. If all occupants of the residential unit are of legal drinking age, alcohol may be consumed in a common space of the residential unit.
 - b.** Students of legal age will be held responsible for policy violations if they do not take reasonable measures to ensure underage residents do not gain access to the alcohol.
- E.** Open containers of alcohol are not permitted in any public areas or surrounding grounds. This includes, but is not limited to: parking lots, catwalks, gazebos, Village Pavilion, etc.
- F.** Closed containers of alcohol are allowed in public areas and on surrounding grounds only if they are being transported to/from the residential unit of a legal-aged resident.
- G.** Residents are not to possess alcohol beyond an amount for reasonable, personal consumption. The reasonable, personal consumption amount is determined at the discretion of the hearing officer assigned to the conduct case.
- H.** Large-group alcohol drinking parties are not permitted in residential units. Kegs, beer bongs (empty or filled in any portion), trash cans, coolers, or other large containers or quantities of alcohol are prohibited in campus housing. A large-group alcohol drinking party can be defined as “a number of people which exceeds the occupancy limit of a residential living space and/or causes a disturbance which affects the surrounding area.”
- I.** Alcohol-related paraphernalia and alcohol-related decorations including those that once served as containers for alcohol are not permitted in residential units. Collections of bottle caps, alcohol cartons, alcohol cans, beer bongs, alcohol bottles, and similar paraphernalia are not permitted.

Automobiles/Motorcycles/Parking/Vehicles

- A.** Resident vehicles must be parked in a valid parking space and must have an appropriate, valid parking pass clearly visible inside the vehicle.
- B.** Motorcycles, mopeds, and similar vehicles may be parked in the lined corners at the end of rows in the parking lot.
 - a.** These vehicles may not be parked or stored inside residential units or under porches/patios.
 - b.** These vehicles may not be parked in lined areas next to handicap spaces or in fire lanes.
- C.** Automobile maintenance is not permitted in the residential parking lots. Cars with expired tags or flat tires may be removed and stored at the owner's expense.
- D.** Residents and their guests are expected to park in designated spaces assigned by Parking & Transportation Services.
- E.** Vehicles located in spaces with designated signage (Staff Spaces, 30-minute spaces) which do not meet the requirements on the signage are subject to ticketing and towing at owner's expense.
- F.** Vehicles are not to be parked in front of recycling bins or dumpsters at any time.

Beds/Bedframes

- A.** Residents are not permitted to loft or alter the bed/bedframe provided by Residence Life & Housing. In addition, bed risers are also not permitted.
- B.** Students may not remove mattresses from their unit and may not disassemble bed frames in any way.
- C.** Waterbeds/water-filled furniture is not allowed in residential units.
- D.** Any bedframe reconfigurations or bunking of beds must be performed by Maintenance. To request a bed reconfiguration, submit a Maintenance Request form

Bicycles

- A.** Bicycles may be stored in residential units with permission of all residents in the space. They may also be stored on bike racks located outside in each residential community.
- B.** Bikes that have been chained to anything other than a bike rack – including handrails and balcony railings – may be subject to removal by grounds staff.
- C.** Residence Life & Housing cannot be held responsible for lost, stolen, or damaged bicycles.
- D.** Any abandoned bikes left after spring semester are subject to removal and disposal during the summer.

Bullying

- A.** Residence Life & Housing has a zero-tolerance approach to any and all types of bullying.
- B.** All reports of bullying will be investigated to the fullest potential. Students found responsible of bullying may be subject to current and future housing agreement cancellations among other sanctions as determined by the Community Standards and Student Conduct office.

Check-ins/Check-Outs

- A.** Residents are expected to check in to their assigned space at their designated time and in their designated location. Room assignments are sent out ahead of Move In, but are subject to change.
- B.** During check-in, residents will receive keys, a room condition form, and any other pertinent information. Residents are expected to complete and return all necessary room condition audit paperwork once they move in.
- C.** During check out, each resident is expected to schedule a time with their Resident Assistant to facilitate a check out. More detailed check out procedures will be provided closer to check out time.

- a. Residents who fail to follow the proper procedures for checking out will be subject to fines.
- b. Failing to return keys at checkout or at the time of a contract cancellation will result in charges to replace the keys and locks.
- c. Any damages to residential units or their furnishings will be charged to the resident(s) responsible and disciplinary action may result.
- d. The facilities audit team will complete a final check of each living unit following check-out. This team will finalize damage assessments for each unit.

Cleanliness

- A. Residents are expected to maintain an acceptable standard of cleanliness and hygiene in residential units. Determination of rooms that fall above and below an acceptable standard of cleanliness is up to Residence Life and Housing Staff.
 - a **During the COVID-19 pandemic, acceptable standards may be adjusted and students are expected to comply with all public health regulations. See Terms & Conditions for more information.**
- B. Causes for concern include, but are not limited to: foul odors, excessive debris, rotting or spoiling food/drink, excessive trash, and clutter to the point that rapid egress from the residential unit is not possible.
- C. Fire Health and Safety checks are conducted once a month to ensure cleanliness standards are met. More information about these checks can be found in the Fire Health and Safety section of this document.

Decorations

- A. Residents who wish to enhance the appearance of residential units with personal decorative items must do so while exercising reasonable care for the facilities and its furnishings. Only fire-resistant materials should be used.
- B. Items hung on doors should use a hook system placed over the top of the door and must not damage the door in any fashion.

- a. Mirrors, towel racks, and memo boards are not to be nailed, screwed, or adhered to doors in any fashion that compromises the condition of the door.
- C. Items are not to be hung from the ceiling or sprinkler systems.
- D. Unauthorized weather stripping or door sealing materials must not be installed.

E. Adhering Items to the Wall

- a. Wall Decorations should be hung using Command Strips and approved Command Strip products
- b. **No pins, screws, or nails should be used.** Foam-backed double stick tape and/or duct tape or heavy-duty tape is also not allowed

F. Window Coverings

- a. Should be hung by command strips or magnetic curtain rod.
- b. Window coverings are limited to curtains or blinds.
- c. Trash bags, cardboard, paper, etc. are not considered window coverings and therefore, not permitted.
- d. All Coverings will be assessed during Fire, Health and Safety Checks; Maintenance and Housing Staff will determine if a window covering is safe and appropriate.

Destruction of Property/Vandalism

- A. Damage to and vandalism of residential units including damage to any and all University/Residence Life & Housing property is strictly prohibited.
- B. Any student who maliciously or accidentally damages property for any reason may be held responsible for the cost of the item or damage and/or the cost of the labor to repair or replace the damaged item.
- C. Vandalism includes, but is not limited to: punching holes in walls, breaking windows or screens, destroying furniture, and damaging bulletin boards, white boards, or hall decorations.
- D. Damaged or vandalized property should be reported to Residence Life & Housing immediately.

Drugs/Narcotics/Paraphernalia

- A.** Residence Life & Housing is committed to maintaining an educational environment free of illegal drugs. Wright State University prohibits the use, manufacturing, purchase of or possession of any controlled substance(s), prescription drug(s) that are not prescribed to the possessor, or other illegal drugs of any kind including drug paraphernalia.
- B.** Making available, giving away, selling, or serving any illegal drug(s) or drug paraphernalia or using any drug in a manner not legally prescribed is also prohibited.
- C.** For more information regarding the campus policy on drugs, narcotics, and paraphernalia, please refer to the [Office of Community Standards and Student Conduct](#).

Failure to Comply

- A.** Residents are expected to comply with reasonable requests from all administrative staff when these administrators are acting in an official capacity. The parties residents are expected to comply with include, but are not limited to: Resident Assistants, Graduate Assistants, Community Directors/Coordinators, Maintenance and Custodial Staff, and Wright State Police.
- B.** Reasonable requests may include, but are not limited to: attending meetings, providing appropriate university and/or state identification, vacating a residential unit or community, and ceasing inappropriate behavior.

Fire Health and Safety Checks

- A.** Fire Health and Safety Checks are conducted once a month to ensure that all residential units are free of prohibited items and are in compliance with all university policies.
- B.** Residents may be notified in advance of Fire Health and Safety Checks. These checks will be conducted whether or not a resident is present in the unit.

- C. Any violations found during these checks will be documented and residents responsible may face disciplinary action.

Fire Safety

- A. Tampering with fire equipment is strictly prohibited. This includes, but is not limited to: tampering with sprinkler systems, deactivating, covering, or removing smoke detectors, tampering with fire extinguishers, and falsely activating a fire alarm or extinguisher.
- B. Residents must not obstruct entry or exit from their residential units at any time.
- C. Failure to evacuate a building when a fire alarm sounds – whether during a drill or actual fire – is prohibited and may result in disciplinary action through the university as well as considerable fines or prosecution at the local, state, or federal level.
- D. Specific instructions about safety and evacuation procedures are located in each residential unit.
- E. Flammable and combustible items are not permitted in any residential areas. Examples of these items can be found in the Prohibited Items section of this document.

Furniture/Residential Units

- A. Public area furniture is intended for use by all members of the community and must remain in its respective locations at all times. Common Space furniture is not to be placed in personal spaces and must not be used in any other fashion than what it was designed for.
- B. Each residential unit is furnished with necessary items. These items are not permitted to leave the residential units at any time unless authorized by Residence Life & Housing.
 - a. Furniture in apartments is not to be placed outside on porches or patios at any time.

- C.** If furniture is damaged, residents will be charged for repair and/or replacement. Damaged public area furniture may be billed to the community as a whole.
- D.** University furniture can be moved to accommodate hospital beds, etc. Should this be needed, arrangements must be made in advance of arrival with Residence Life & Housing.
- E.** Any malicious or accidental damage to residential units, including balconies and patios is prohibited and may result in disciplinary action.
- F.** Balconies, patios, hallways, catwalks, and gazebos are considered extensions of residential units and as such, all policies found in this document are to be followed in these spaces.
- G.** Window screens are not to be removed at any time except for evacuation during an emergency such as a fire.

Gambling

- A.** Gambling of any type is prohibited in university housing. This includes, but is not limited to: any game of chance or skill played for currency/exchange of goods/services of any kind both in person and electronically.
- B.** Prohibited activities include, but are not limited to: blackjack, poker, euchre, spades, any other card games, craps, roulette, and other games as determined by Residence Life & Housing.

Grease Disposal

- A.** Cooking grease is to be poured into an old jar, sealed, and placed in dumpsters. It must not be poured out outside or down drains.
- B.** Residents found to be disposing of grease improperly will be documented and may be billed for clean-up costs. The cost for repairing damage from improper grease disposal is \$25 per sq. ft. of the area, minimum.
- C.** Do not pour grease in the front yard, back yard, or mulched areas, which will kill plants and bushes, damage the mulch, and stain the concrete. Do not pour grease

down the toilet or sink as this will lead to blocked pipes and possible water contamination.

Group Gatherings/Parties

- A.** COVID-19 public health restrictions for 2021-22 supersede any and all policies in this document.
- B.** Any group gathering/party must not exceed the number of guests allowed in a residential unit at any time. The occupancy limits can be found in the Guest Policy Section of this document.
- C.** Any group gathering/party must not violate any policy outlined in this document including the quiet hours/courtesy hours policy.
- D.** The host of any gathering is responsible for the actions and behaviors of their guests.
- E.** Large-group alcohol drinking parties are not permitted in residential units even if residents are of legal drinking age. More information regarding the alcohol policy can be found in the Alcohol section of this document.

Guest Policy

- A.** COVID-19 public health restrictions for 2021-22 supersede any and all policies in this document.
- B.** Guests are defined as “any person who does not hold a residential contract or lease for the particular residential unit they are occupying at the time.”
- C.** Residents are permitted to have guests at any time so long as they follow all university and housing policies and are considerate of rights and privacy of other roommates, suitemates, and neighbors. All roommates must approve of guests prior to the guest’s arrival in a residential unit.
- D.** The right of a roommate to occupy their residential unit without the presence of a guest takes precedence over the privilege of another roommate to host a guest. The residents’ Unit Standards agreement must reflect an acceptance and willingness to occasionally host overnight guests

- E.** Maximum occupancy limit in the apartments (under non-COVID-19 restrictions) is
 - 12 people total (includes residents and guests)
- F.** The host of a guest is responsible for the conduct of the guest at all times and must not leave their guest unattended at any point during the guest's visit.
- G.** Hosts are not to give their keys to a guest at any point.
- H.** Overnight guests are not permitted to stay consecutive weekdays or consecutive weekends.
- I.** This guest policy applies to all residents including those who live alone.
- J.** If a guest is asked to leave by a university official, they must comply. Failure to do so will result in police assistance.
- K.** Guests under the age of 18 must be accompanied by their legal guardian. A minor overnight guest form can be found on the Residence Life and Housing [website](#) and must be completed *prior* to the minor staying on campus.
- L.** Residents are expected to respectfully and politely confront their roommates if they are having problems with a roommate's guest. If this does not resolve the issue, they should contact a Resident Assistant or Community Coordinator for assistance.
- M.** Individuals who have been banned or trespassed from campus or residential housing areas must not be hosted at any time by any residential students.

Harassment

- A.** Harassment in any form is strictly prohibited in all residential areas. This includes, but is not limited to: verbal, written, or electronic harassment and can be sexually, ethnically, racially, religiously, or identity based.
- B.** All reports of harassment will be investigated by the Office of Community Standards and Student Conduct.
- C.** Any resident found responsible of harassment may be subject to cancellation of current and future housing contracts in addition to university sanctions.

Inappropriate Behavior

- A.** Inappropriate behavior is defined as “any behavior by a community member deemed unacceptable by Residence Life & Housing staff or any behavior in violation of general community standards.”
- B.** Residents who engage in inappropriate behavior may be forwarded to the Office of Community Standards and Student Conduct for disciplinary action.

Keys/Lockouts

- A.** The duplication of keys is not permitted.
- B.** Keys are only to be in the possession of the tenant given the keys during check-in, they are not to be in the possession of anyone else at any time for any reason. This includes but is not limited to: friends, parents, guardians, family members, and significant others. If keys are lost or not returned upon check out, the resident the keys were issued to will be billed a replacement charge.
- C.** Residents **should always lock** and secure their residential units.
- D.** If keys are lost or stolen, residents should contact their Resident Assistant and/or Community Coordinator immediately so appropriate steps can be taken to ensure safety and security of the residential community.
- E.** Personal Assistants will be issued keys by the resident they assist. Residents are responsible for distributing and collecting keys to be turned in upon check-out. Residents will be billed should they fail to return keys.
- F.** Lockouts
 - a.** Any resident who is locked out may contact the Lake Campus Housing Office during normal hours, or the staff member on-call, to be keyed into their residence. Residents will be documented during their third lockout and for any subsequent lockouts.

Littering/Trash Removal

- A.** Trash is to be disposed of in the proper receptacles. Dumpsters and recycling bins are readily available in each residential community.

- B.** Room/apartment trash must not be left outside, placed in the stairwell, or disposed of in lounge trash cans.
- C.** Residents who dispose of trash improperly will be subject to fines and possible disciplinary action.

Medical Transport

- A.** Any resident who is transported for medical treatment by Emergency Personnel will be required to attend a Care & Concern meeting upon their return to campus to determine if any additional accommodations are needed.

Mental Health Concerns

- A.** Students demonstrating evidence of psychological distress that may pose danger to themselves or others in the community, or that may interfere with normal functioning of the university community will be required to participate in a Health and Wellness Conference. This conference is conducted by the Office of Community Standards and Student Conduct/Counseling & Wellness Services once an administrative professional becomes aware of this distress.
- B.** Failure to participate in a Health and Wellness conference will result in an administrator making a determination without the resident present. This determination may include removal from campus housing and/or the university at large.
- C.** Mental health concerns will be handled with utmost care for the student experiencing distress and their information will only be shared with those who are directly able to support the student and their needs.

Pets

- A.** Pets – with the exception of fish and service animals or approved emotional support animals – are strictly prohibited.
- B.** Visiting pets or temporary pets are not allowed in residential units at any time for any reason.

Posting and Solicitation

- A.** Residents are prohibited from advertising or operating business out of their residential units. This includes advertising said business on the entry doors of a residential unit.

Prohibited Items

- A.** The following is a list of items which are not permitted in residential units at any time. This list is lengthy, but not comprehensive and Residence Life & Housing reserves the right to deem other items as prohibited.

- | | |
|----------------------------------|--|
| a. Additional A/C Units | r. Halogen/Lava Lamps |
| b. Alcohol if Under 21 | s. Hazardous Liquids |
| c. Bed Risers | t. Homemade Bed Lofts |
| d. Blow Torches | u. Hookahs |
| e. Bows/Arrows | v. Hoverboards |
| f. Broilers | w. Hunting Knives |
| g. Candles with wicks | x. Incense |
| h. Charcoal/Lighter Fluid | y. Induction Burners |
| i. Combustibles | z. Machetes |
| j. Daggers | aa. Open Flames |
| k. Darts/Dart Boards | bb. Appliances With Open Heating Elements |
| l. Deep Fryers | cc. Pizza Ovens dd. Pressure Cookers |
| m. Firearms/Weapons | ee. Scuba Tanks |
| n. Fire Cannons | ff. Space Heaters With Exposed Coils |
| o. Fireworks | gg. Spears |
| p. Flammable Fluids | hh. Toy Guns of Any Type |
| q. Fuel Driven Engines | ii. Wireless Routers/Servers |
| | jj. Mace |

Quiet Hours/Courtesy Hours

- A.** Courtesy hours are in effect at all times. Courtesy hours mean residents are expected to maintain a reasonable noise level.
- B.** Quiet Hours are in effect during the evening and at night as well as 24 hours during Finals Week beginning the Friday prior to finals each semester. The times of Quiet Hours can be seen below:
 - a.** All Residential Areas
 - i.** Sunday to Thursday 10:00pm to 9:00am
 - ii.** Friday and Saturday 12:00am to 9:00am
- C.** Quiet Hours apply to all residential areas including outdoor property such as the basketball courts, volleyball courts, and gazebos.
- D.** Generally, if noise can be heard outside a residential unit with the door closed then the noise is too loud and should be minimized.
- E.** It is expected that residents engage with one another to resolve disturbances in a respectful manner prior to involving Residence Life & Housing Staff.

If a serious disturbance such as a physical altercation, threat of violence, or threat of harm occurs, residents should contact Mercer County Sheriff's Office at 419-586-7724 immediately and contact the on-call Housing staff. University Police should only be called in the event that all other methods of quieting a situation have been attempted.

Recreational Activity

A. Indoor

- a.** Engaging in sports activities inside residential buildings is prohibited.
- b.** Individuals should not throw, bounce, kick, or use basketballs, baseballs, Frisbees, bicycles, footballs, skateboards, roller blades, softballs, tennis balls,

etc., inside apartments and other public areas.

- B.** The use of workout DVDs and other exercise videos is permitted as long as they do not include weight lifting and do not cause a disturbance to neighbors/other community members.

B. Outdoor

- a.** Engaging in sports activities within 20 feet of a residential building is prohibited. The use of sport balls, Frisbees, bicycles, and other sporting equipment is permitted in designated areas. Playing sporting games or engaging in similar activities in parking lots is considered a safety hazard and is prohibited.
- b.** Skateboarding and rollerblading is allowed on the ground only – residents may not utilize any university building or property such as benches and railings when engaging in skateboarding or rollerblading.

Roommate Agreements/Roommate Conduct

- A.** Residents are expected to work with their Resident Assistant to complete a roommate agreement at the start of the academic year. This agreement is designed to provide guidelines of behavior and allow roommates to discuss matters such as guests, sharing of food, and expectations for pleasant living among other items.
- B.** It is expected that roommates engage with one another – and the entire residential community – in a respectful manner.
- C.** Roommate issues may arise, and residents should utilize their Resident Assistant or Community Coordinator to assist in solving these issues if they cannot be resolved initially in a respectful manner among the involved parties.

Smoking

- A.** Residence Life & Housing, maintains a smoke/tobacco free policy, including the use of electronic cigarettes, in all facilities and on campus properties. This policy is consistent with the smoke/tobacco free policy in place across the university.

- B. Although residential students and their guests may *possess* tobacco products while in university housing, **use of these products on university property is prohibited at all times.**

Water-Based Activities

- A. Residents are not permitted to store or use squirt guns, water guns, or water balloons in residential units. This prohibition includes water fights of any sort.
- B. Individuals and/or groups who wish to facilitate a water-based activity must seek approval before the activity from Residence Life & Housing.

Weapons, Firearms, Ammunition, or Fireworks

- A. The possession of firearms, ammunition, firecrackers, explosives, other weapons, or combustible materials is strictly prohibited.
- B. Residence Life and Housing reserves the right to deem other items as weapons and therefore prohibited as issues arise.
- C. Residents found to be in possession of a firearm or injury threatening weapon is subject to immediate cancellation of their Housing Contract and will face further disciplinary and/or criminal charges.

Urgent Care Facilities

There are two local urgent care facilities near the Lake Campus. If you need medical attention please visit either of these locations. Remember if you need ***immediate*** medical attention for emergency situations either dial 9-1-1 or call the Mercer County Sheriff Dispatch number (419) 586-7724, and if you are able, inform your Community Coordinator (937) 269-9753.

Hours may vary from what is listed below. Please consider calling ahead to verify.

Mercer Health Urgent Care

Address: 950 S. Main St. (State Route 127)
Celina, OH 45822

Phone: (419) 586-1611

Hours: 6:00 p.m. – 11:30 p.m. (Monday- Friday)
1:30 p.m. – 9:30 p.m. (weekends and holidays)

Website: <https://www.mercer-health.com/services/emergency-and-doctors-urgent-care-services/doctors-urgent-care>

Grand Lake Health: Joint Township District Memorial Hospital & Urgent Care

Address: 200 St. Clair Street
St. Marys, OH 45885

Phone: (419) 394-3335

Hours: 4:00 p.m. – 11:00 p.m. (Monday- Friday),
10:00 a.m. – 5:00 p.m. (Saturday & Sunday)

Website: <http://www.grandlakehealth.org/centers-of-excellence/urgent-care>

Lake Campus Health & Wellness Services

The Lake Campus Health & Wellness Services Office provides a variety of services; hours are limited. A nurse is available during posted hours. Visit the web site for more information, including current hours.

On-Campus Location: 187 Andrews Hall

Phone: (419) 586-0398

Hours: See below.

Website: <https://lake.wright.edu/campus-life/health-wellness-services>

Fires and Tornadoes

If you notice a fire in the apartments please call the Mercer County Sheriff's Dispatch at (419) 586-7724 or dial 9-1-1 from a local phone.

When the fire alarms sound, it is important to exit the building immediately. You should go to the north side of the parking lot, away from the building, behind the dumpster area. Maintain a safe distance from the building at all times and stay clear of the parking area, as fire trucks and other emergency vehicles will be entering these areas. **DO NOT** get into your car and leave the area, as you may cause congestion for the emergency vehicles.

If you hear tornado sirens, please stay away from all windows and glass. You should proceed to the ground level of the apartment. There are signs in each apartment that designate where the tornado shelter area is in your apartment. Student Services staff and/or University Police personnel will not always be available to evacuate residents to safe areas. You are responsible to get to safe areas on your own. Remain in the safe locations until the storm has cleared. If you hear a second blast, this is a new alert. Remain in the safe spaces.

Residential Work Request Form

Residential Work Request Forms are in the Laundry Unit. Please notify the Community Coordinator if more forms need to be added. If something needs repaired in your apartment, you will need to fill out this form completely. Once the form is completed, submit it to your Resident Assistant, Community Coordinator, or the Office of Student Services front desk in Dwyer Hall during normal office hours. Buildings & Grounds will address all requests as soon as possible.

If any of the following occur, please call the on-call staff member at (937) 269-9753 immediately:

- No heat
- No water
- No electricity
- Inability to enter or exit apartment
- Inability to secure a bedroom or apartment

Only the above reasons are considered emergencies; any other repairs will need to be addressed through the Residential Work Request form.

If a work request is not completed in a timely manner or the request was not satisfactorily handled, a subsequent work request should be completed. Please note on the form that it is a second request.

Cleaning Tips

Your apartment comes stocked with a few cleaning essentials to help you get started. In your kitchen closet, you will find a broom, dustpan, and trashcan. These items are available for everyone in the apartment to share. There is also a vacuum cleaner available for residents to use. Contact your Resident Assistant in order to check out the vacuum cleaner.

In addition to the cleaning supplies provided, you may want to bring/purchase some of your own. Suggested cleaning items include paper towels, sponges, gloves, toilet brush, all-purpose surface cleaner, dishwasher detergent, dish soap, and glass cleaner.

Remember, in order to maintain the beauty and cleanliness of your apartment, you should establish a regular cleaning schedule. While you are responsible for your own space, the common areas and double rooms are the shared responsibility of everyone in the room and/or apartment. Discuss a cleaning schedule and specific responsibilities as an apartment early in the year, and make necessary adjustments if needed.

Mail and Address

Lake Campus Housing Villa Mailing Addresses:

West Villa

Your Name
6764 Dibble Road
West Villa (Apt #)
Celina, OH 45822

Knapke Villa

Your Name
6766 Dibble Road
Knapke Villa (Apt #)
Celina, OH 45822

East Villa

Your Name
6768 Dibble Road
East Villa (Apt #)
Celina, OH 45822